

**State of Michigan
Civil Service Commission**
Capitol Commons Center, P.O. Box 30002
Lansing, MI 48909
POSITION DESCRIPTION

This position description serves as the official classification document of record for this position. Please complete this form as accurately as you can as the position description is used to determine the proper classification of the position.

2.Employee's Name (Last, First, M.I.)	8.Department/Agency
	State Police
3.Employee Identification Number	9.Bureau (Institution, Board, or Commission)
	State Services Bureau
4.Civil Service Position Code Description	10.Division
STATE ADMINISTRATIVE MANAGER 15	Grants and Community Services Division
5.Working Title (What the agency calls the position)	11.Section
STATE ADMINISTRATIVE MANAGER 15	Prevention Services Section
6.Name and Position Code Description of Direct Supervisor	12.Unit
BENNETT, NANCY G; SENIOR POLICY EXECUTIVE	
7.Name and Position Code Description of Second Level Supervisor	13.Work Location (City and Address)/Hours of Work
RICH, LIZABETH M; SENIOR DEPUTY DIRECTOR	MSP HQ, 7150 Harris Drive, Dimondale, MI 48821 / Monday - Friday, 8:00 am – 5:00 pm

14. General Summary of Function/Purpose of Position

This position serves as a section manager responsible for the Michigan State Police (MSP), Grants and Community Services Division (GCSD), Prevention Services Section (PSS). The PSS includes the operation and administration of two units: the Community Services Unit and the Automobile Theft Prevention Authority, in addition to the MSP Angel Program.

The Community Services Unit (CSU) brings prevention, awareness, and educational initiatives and programs to the residents of the state of Michigan through the MSP Community Service Troopers (CSTs) and all MSP personnel. The unit forms public and private partnerships with outside agencies related to crime prevention and community engagement initiatives. The PSS also coordinates activities along with the oversight of and responsibility associated with the MSP Angel Program. The Automobile Theft Prevention Authority (ATPA) assesses the problem of motor vehicle theft in Michigan, analyzes various methods of combating the problem, and grants funds for theft prevention teams. The ATPA staffs a seven-member Board of Directors appointed by the Governor.

The PSS applies for and manages public and private grant funding for various proposals related to section activities. This position must function in a bias free manner.

15. Please describe the assigned duties, percent of time spent performing each duty, and what is done to complete each duty.

List the duties from most important to least important. The total percentage of all duties performed must equal 100 percent.

Duty 1

General Summary of Duty 1

% of Time 7.5

Manager of the MSP, Prevention Services Section.

Individual tasks related to the duty.

- Accountable for PSS staff development, training, hiring, and mentoring, including yearly evaluations.
- Oversee the planning, organization, direction, and control of activities for PSS staff.
- Assist with monitoring, developing/updating prevention-related presentations and trainings for use by MSP field personnel.
- Provide leadership, management, and supervision for numerous CSTs throughout the state, as well as sergeants who provide direct support to the CSTs.
- Provide overall leadership to all aspects of the Angel Program.
- Oversee administration of the Teaching, Educating, and Mentoring school liaison program.
- Maintain a current resource library of prevention-related materials and presentations available to CSTs and other departmental personnel.
- Plan and maintain current, as well as develop and implement new, prevention and community engagement projects/initiatives for CSTs and all MSP personnel.
- Provide leadership and administrative support to ATPA staff.
- Attend ATPA Board meetings and provide assistance when necessary.
- Formulate and execute plans for future activities, both short and long-term.
- Assist with securing funding for the section by identifying, writing, and overseeing grant opportunities.
- Develop public and private partnerships and work with these partners to enhance section and department activities.
- Ensure all applicable MSP Official Orders are updated, as necessary.
- Review PSS staff projects/tasks status on a regular basis and recommend/take corrective action as needed and as appropriate.
- Oversee the coordination of PSS staff activities with other statewide initiatives.
- Organize and host informational meetings and conferences as necessary.
- Prepare written documents, reports, and proposals; and provide oral updates and presentations, all related to section activities.
- Keep GCSD director informed about all PSS activities, issues, successes, and concerns.
- Attend and participate in regular meetings with GCSD director and monthly GCSD management meetings to share relevant information.
- Collaborate and coordinate with other GCSD section managers.
- Provide regular communication with post managers to keep them informed about activities of CSTs and community engagement opportunities in their area.

Duty 2**General Summary of Duty 2****% of Time 15**

Participate in meetings and represent the GCSD and MSP on local, state, and national groups and committees related to prevention services and auto theft.

Individual tasks related to the duty.

- Represent the PSS at statewide and national conferences and meetings.
- Provide subject matter expert (SME) recommendations and policies to private and public partners.
- Represent the PSS and/or the GCSD at state board meetings and committees which may include the Handle with Care committee, the Michigan Children's Trust Fund, Michigan Child Death State Advisory Team, Crime Prevention Association of Michigan, Michigan Model for Health, and the Rural Communities Opioid Response Program. Work on program implementation and outcomes with each group.
- Provide SME recommendations to the Michigan Commission on Law Enforcement Standards related to school resource officers, community engagement, and prevention services.
- Assist the ATPA with meetings and initiatives.
- Bring best and promising practices and new and innovative ideas into Michigan.

Duty 3**General Summary of Duty 3****% of Time 10**

Other duties as assigned.

Individual tasks related to the duty.

- Oversight of GCSD annual inspection activities and processes.
- Serve as an assistant to the division director on special projects and initiatives.

16. Describe the types of decisions made independently in this position and tell who or what is affected by those decisions.

Decisions affecting day-to-day operations, processes, and procedures. All routine work assignment issues are made independently. Decisions regarding oversight of employees, including work assignments and program objectives, are made independently. Employees may be affected by these decisions.

17. Describe the types of decisions that require the supervisor's review.

Decisions and initiatives that affect other MSP divisions and personnel, as well as other state agencies, are subject to the review and approval of the division director. Requests from outside agencies involving MSP personnel and and/or resources and new partnerships. Decisions regarding general policy, directives prescribed by law, and directives from the Governor's Office or the Legislature.

18. What kind of physical effort is used to perform this job? What environmental conditions is this position physically exposed to on the job? Indicate the amount of time and intensity of each activity and condition. Refer to instructions.

Normal office type work, including the ability to work before and after regular work hours, when necessary, which may be unplanned. Travel to worksites across the state of Michigan is required, including overnight stays and out-of-state travel for meetings and trainings. Attendance at conferences may also require overnight stays. Giving presentations to large and small audiences.

19. List the names and position code descriptions of each classified employee whom this position immediately supervises or oversees on a full-time, on-going basis. (If more than 10, list only classification titles and the number of employees in each classification.)

<u>NAME</u>	<u>CLASS TITLE</u>	<u>NAME</u>	<u>CLASS TITLE</u>
BAILOR, TIMOTHY	DEPARTMENTAL SPECIALIST 13	VACANT	DEPARTMENTAL ANALYST-E
STEWART, DONALD	STATE POLICE SERGEANT 12	LONG, SANDRA	FINANCIAL SPECIALIST 13
MILLER, MARTIN	STATE POLICE SERGEANT 12		

20. This position's responsibilities for the above-listed employees includes the following (check as many as apply):

Y Complete and sign service ratings.
 Y Provide formal written counseling.
 Y Approve leave requests.
 Y Approve time and attendance.
 Y Orally reprimand.

Y Assign work.
 Y Approve work.
 Y Review work.
 Y Provide guidance on work methods.
 Y Train employees in the work.

22. Do you agree with the responses for Items 1 through 20? If not, which items do you disagree with and why?

Yes.

23. What are the essential functions of this position?

To provide direction and management of the MSP PSS activities and staff. Oversight of development and implementation of initiatives. Positive communication with subordinates, peers, and division director. Sit on statewide boards on related section initiative activities.

24. Indicate specifically how the position's duties and responsibilities have changed since the position was last reviewed.

25. What is the function of the work area and how does this position fit into that function?

The Grants and Community Services Division has oversight of federal, state, and private grants, as well as community engagement and outreach. The PSS is focused on prevention, safety, and community outreach, as well as public and private partnerships.

26. What are the minimum education and experience qualifications needed to perform the essential functions of this position?

EDUCATION:

Bachelor's degree in any major.

EXPERIENCE:

State Administrative Manager 15

Four years of professional experience, including two years equivalent to the experienced (P11) level or one year equivalent to the advanced (12) level.

Previous law enforcement experience is strongly preferred.

KNOWLEDGE, SKILLS, AND ABILITIES:

Must have excellent writing and verbal communication skills. Must have the ability to process large volumes of information, be detailed and organized, budget appropriately, and work well with others. Must be willing to work with all aspects of the community and criminal justice system and treat each group fairly and with respect.

CERTIFICATES, LICENSES, REGISTRATIONS:

N/A

NOTE: Civil Service approval of this position does not constitute agreement with or acceptance of the desirable qualifications for this position.

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Supervisor's Signature

Date

TO BE FILLED OUT BY APPOINTING AUTHORITY

Indicate any exceptions or additions to statements of the employee(s) or supervisors.

I certify that the entries on these pages are accurate and complete.

Appointing Authority Signature

Date

TO BE FILLED OUT BY EMPLOYEE

I certify that the information presented in this position description provides a complete and accurate depiction of the duties and responsibilities assigned to this position.

Employee's Signature

Date